

Take Your Child to Work Day

Safety Guidelines for Parents and Departments

Safety First!

No matter what else is on the agenda, safety must be the first consideration. How can you ensure the safety of your young visitors? If you find yourself involved in planning for a safe and productive visit to your Department or work area, here are is a suggested list of practices for planning the day:

Parents:

- Don't place children in a potentially unsafe environment or lose track of them. Be specific about where you want them to be and what's expected of them.
- Don't bring your child to your job if it would be inappropriate, unproductive or unsafe for them.
- Please consider the special safety concerns needed for younger children.

Departments (Prepare the workplace to keep kids safe):

- Conduct an inspection prior to the day of the child's visit with a view to child workplace safety.
- Hold workplace orientation with the children that focus on health and safety issues relevant to that environment. Explain where they are permitted to go and where they are not. Make sure they know they are not to operate equipment or vehicles.
- Closely supervise children throughout the visit. Children should be accompanied by a County employee at all times. The employee must be trained and knowledgeable of any potential hazards.
- Do NOT place children into a situation where the health and safety of self or others may be compromised.
- Brief your employees on plans for the day. Some may be dealing directly with the children in their work area, but all should be watching out for their safety.
- Children should only be allowed to undertake tasks and experiences for which they have been properly oriented and that are non-hazardous.
- Children shall not be transported in a County Vehicle without the written authorization of the Department Head.
- Minors below the age of 10 are not allowed in any labs or shops except when participating in supervised tour, *this includes minors related to lab/shop personnel.*
- Minors are prohibited from working with:
 - Highly hazardous materials
 - Hazardous equipment, heavy machinery, high voltages, elevated pressures/temperatures or heights must be avoided

If you have any questions on safety, please contact Human Resources at (707) 565-2331.

Contact Sylvia Lemus at (707) 565-2331 for questions on Take Your Child to Work Day event.